

COUNCIL OF REGISTERED BUILDERS OF NIGERIA (CORBON)

(ESTABLISHED BY DECREE 45 OF 1989 NOW ACT CAP B 13 LFN 2004)

GUIDELINES FOR THE REGISTRATION OF BUILDING PERSONNEL AND CONSULTING FIRMS/COMPANIES

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1.0 THE ENABLING ACT

Act CAP B 13 (2004) empowers CORBON to regulate and control the practice of Building Technology in all aspects and ramifications.

According to the Act, it is illegal for any Building Personnel or Firm to practice in Nigeria unless they are registered by CORBON.

The Act stipulates that CORBON is empowered to determine who are builders and also to “register annually all organizations performing Building Consultancy Services”.

2.0 APPROVED SCHEDULE OF ENTRY QUALIFICATIONS INTO BUILDING

CADRES

2.1 BUILDERS

- i) Category I: B.Sc (Building) or B.Tech (Building).
- ii) Category II: HND in Building + CORBON accredited PGD in Building or CORBON accredited M.Sc in any of the Building fields of Construction Technology, Construction Management, Project Management, Facility management, Building Structures, Building Surveying, Building Services, Building Information modeling, Restorative Construction, Green Building.
- iii) Minimum of three attendance each at CORBON/NIOB Professional Mandatory Training and NIOB conferences/seminars.

2.2 PROVISIONAL BUILDER

- i) Category I: B.Sc (Building) or B.Tech (Building).
- ii) Category II: HND in Building + CORBON accredited PGD in Building or CORBON accredited M.Sc in any of the Building fields of Construction Technology, Construction Management, Project Management, Facility management, Building Structures, Building Surveying, Building Services, Building Information modeling, Restorative Construction, Green Building.
- iii) Minimum of two attendance each at CORBON/NIOB Professional Mandatory Training and NIOB conferences/seminars.

2.3 TEMPORARY BUILDER

This Temporary Registration is reserved for Builders who possess the qualifications listed in 2.1 and intend to stay in Nigeria temporarily for a project, or determined period of stay.

2.4 BUILDING TECHNOLOGIST

- i) Category I: HND in Building from CORBON accredited Polytechnics or Monotechnics.
- ii) Category II: Degrees in Building from Eastern European Bloc translated and equated by Federal Ministry of Education as B.Sc in Building or equivalent.

2.5 BUILDING TECHNICIANS

- i) Category I: ND in Building Technology from CORBON accredited Polytechnics or Monotechnics.
- ii) Category II: Full Technological Certificate (FTC).

2.6 BUILDING CRAFTSMAN

- i) Category I: WAEC Technical/NABTEB Certificate
- ii) Category II: Trade Test Certificate Class I
- iii) Category III: Craft Certificate from City & Guilds of London Institute

3.0 REGISTRATION GUIDELINES FOR BUILDING PERSONNEL

- 3.1 A person seeking to be registered by CORBON will do so by Purchasing/Downloading an application form which is available on CORBON website www.corbon.gov.ng. The applicant then follows the procedure highlighted below:
 - 3.1.1 Payment of Appropriate Fees.
 - 3.1.2 Completed Application Form must be submitted along with photocopies of Candidate's Credentials.
 - 3.1.3 Photocopies of Credentials must be endorsed at the back by the candidate's sponsors who are required to sight the original copies of the credentials before endorsing the photocopies.
 - 3.1.4 Sponsors must be on current CORBON Register of Registered Builders and up to date in the payment of their Practising Fees.
 - 3.1.5 Where an Applicant attended Institutions outside the Country, the applicant shall request such institution to forward his/her TRANSCRIPT to the Registrar's email and P.M.B. 495, Garki – Abuja,

Nigeria. The Applicant shall in addition supply such addresses and emails, to the Registrar.

- 3.1.6 An applicant whose basic educational qualification is not in Building but has higher degrees in Building, Facility Management, Construction Management, Project Management, Building Structures, Building Services, Building Surveying, and Construction Technology, may apply, provided such an applicant meets other pre-requisite conditions set by CORBON from time to time.
- 3.1.7 Such an applicant in 3.1.6 will require proper assessment by a Committee of Council to determine his/her eligibility for consideration for registration.
- 3.1.8 Candidates that have qualifications from non-English speaking countries must attach the certificate of translation from the Federal Ministry of Education.

- 3.2 Applicants for Fully Registered Builders Cadre with approved basic educational qualifications are mandatorily required to have Corporate Membership of Nigerian Institute of Building (MNIOB).
- 3.3 Applicants for Building Technologist registration must have approved basic educational qualifications as listed in 2.2. Corporate Membership of Nigerian Institute of Building is recommended but is not mandatory.
- 3.4 Applicants for Building Technicians registration must have approved basic educational qualifications as stated in 2.3
- 3.5. Applicants for Building Craftsmen registration must have approved basic educational qualifications as stated in 2.4.

4.0 EXPATRIATE BUILDING PERSONNEL

- 4.1 Expatriate with First Degree in Building or equivalent with not less than 5 years cognate working experience shall be eligible for registration with CORBON.
- 4.2 One of the sponsors of an Expatriate Applicant must be a **CORBON Fully Registered Builder** and also be a Nigerian.
- 4.3 Expatriate Building Personnel are qualified for Temporary Registration.

- 4.4 The Temporary Registration of Expatriate does not qualify him or her for registration of a 100% fully owned Building Consulting firm in Nigeria.

5.0 REQUIREMENTS FOR REGISTRATION OF CONSULTANCY

FIRMS/COMPANIES

The Council registers Consultancy Firms/Companies

5.1 Documents for submission (Certified True Copy) must include:

- i) Certificate of Incorporation by Corporate Affairs Commission
- ii) Memorandum and Article of Association
- iii) Curriculum Vitae of Directors
- iv) Curriculum Vitae and Certificates of Registered Builders in the organization
- v) Profile of the Company
- vi) Current Tax Clearance Certificate
- vii) Two sponsors who shall be **REGISTERED BUILDERS** shall endorse the application form.
- viii) Two passport photographs for each of the Directors shall be attached to the application form.
- ix) All photocopies of attached documents shall be endorsed “**Original seen by me**”, signed and dated by one of the CORBON Registered Sponsors.

5.2 Any Firm that has stayed off consulting services for a period of **five years** or more shall be required to **re-apply for registration as a Consultancy Firm**.

5.3 Also, **Expatriate Builders** who are granted **Temporary** registration **cannot register** and own a **100% Building Consulting Firm in Nigeria**.

5.3.1 Expatriate Builders who are registered with CORBON and desire to register a Consulting Firm can only do so in Partnership with Nigerian Fully Registered Builder(s).

5.3.2 The Partnership agreement must have the Nigerian Builder as the major shareholder (i.e. the Nigerian Fully Registered Builder must own at least 55% of the shares) while his foreign counterpart holds a minority shareholding.

5.4 Consulting Firms must indicate that they are consulting firms when registering with Corporate Affairs Commission (CAC).

5.4.1 Memorandum of the Association should specify that the company is mainly in consulting business.

6.0 TITLES TO BE USED BY REGISTERED PERSONS

- (a) A FULLY Registered Builder shall use the abbreviation “Bldr.” before his/her name. He/She is also free to use R.Bldr. after the name.
- (b) A Registered Provisional Builder shall use the abbreviation “Pro. Bldr.” after his name.
- (c) A Registered Temporary Builder shall use the abbreviation “Bldr.” before his name.
- (d) A Registered Building Technologist shall use the abbreviation “Bldg. Tech.” after his name.
- (e) A Registered Building Technician shall use the abbreviation “Bldg. Techni.” after his name.
- (f) A Registered Building Craftsman shall use Miss/Mr./Mrs. with his trade in bracket after his/her name.

Registrar

National Headquarters
Kays Plaza, 2nd Floor,
Obafemi Awolowo Way,
Jabi – Abuja.

www.corbon.gov.ng

registrar@corbon.gov.ng

info@corbon.gov.ng

corbonigeria@yahoo.com

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